

**ADMINISTRATIVE COMMITTEE
GREATER LAFAYETTE AREA TRANSPORTATION & DEVELOPMENT STUDY**

**Minutes
March 21, 2006**

MEMBERS PRESENT

Tony Roswarski	Mayor of the City of Lafayette
Jan Mills	Mayor of the City of West Lafayette
Gary Schroeder	President of the Area Plan Commission
Patti O'Callaghan (proxy for Ann Hunt)	West Lafayette City Council
Cindy Murray	President, Lafayette Board of Works
Alan Plunkett	Representative of IN. Dept. of Transportation (INDOT)
Joel Wright	Chairman of the GLPTC

Absent Voting Members

David Byers	President of the County Council
Perry Brown	President of the Lafayette City Council
John Knochel	President of the Board of Commissioners

Non-Voting Members

Sallie Fahey	Executive Director of the Area Plan Commission
Opal Kuhl	Executive Director, Tippecanoe County Highway Dept.
Mark Albers	INDOT – Crawfordsville Division
Dave Franklin	US Department of Transportation, FHWA
Marty Sennett	Greater Lafayette Public Transportation Corporation
Jennifer Bonner	City Engineer of Lafayette

Absent Non-Voting Members

Dave Buck	West Lafayette City Engineer
Dennis Carson	Director of Lafayette Redevelopment Committee
Jon Fricker	Technical Transportation Committee Chairman
Dana Smith	Pres.- Lafayette-W. Lafayette Chamber of Commerce

Also Present

Doug Poad	APC Staff
Mark Albers	INDOT – Crawfordsville Division
John Thomas	APC Staff
Gina Quattrocchi	WLFI, TV 18

Chair Mayor Roswarski called the meeting to order at 3:00pm.

Jan Mills moved to recognize Patti O'Callaghan as proxy for Ann Hunt, President of the West Lafayette City Council. Gary Schroeder seconded and the motion was approved.

I. MINUTES

Sallie Fahey distributed a new page #1 for the minutes with a title correction for Dave Franklin.

Jan Mills moved to approve the minutes, with the insertion of the new front page, from the February 10, 2006 meeting.

Gary Schroeder seconded and the motion carried by unanimous voice vote.

II. ADOPTION OF CHANGE ORDER POLICY

Sallie Fahey referred to the draft that was distributed at the last meeting and noted copies of the document were mailed to all those unable to attend the last Committee meeting. She stated it was possible to make changes at this point but she requested approval to take the Change Order Policy to the Area Plan Commission for adoption.

Jan Mills informed the Committee that the Tapawingo project is at a standstill because of the dynamic compaction issues. There is some concern that the engineer's report, stating the need for dynamic compaction, may have been incorrect. If the report was in error, the City of West Lafayette will have to undercut and fill, which will add tremendous cost to the project. She is concerned because the TIP projects have all been allocated and the city does not have the additional funds.

Sallie Fahey asked if the city could go back to the consultant to rectify the error.

Jan Mills stated that was a possibility and none of this may come to pass, but she feels the city may be held responsible, through no fault of its own.

Sallie Fahey asked Doug Poad if there was usually money left in the TIP.

Doug Poad responded there usually is but the amount decreases as the end of the TIP is reached.

Sallie Fahey stated that the Committee could propose an amendment to use the remaining funds in the TIP for projects that require additional funding. In doing so, other jurisdictions would not have to give up any projects or funding.

Doug Poad feels there will be additional funds in the 2007 TIP.

Sallie Fahey suggested a resolution, stating that unprogrammed funds remain in the TIP for unanticipated expenses, be sent to the Area Plan Commission for adoption.

Jan Mills stated that a Geo-Tech Engineering firm, who was not chosen by the City of West Lafayette, has made an error, which is the cause of the current problems.

Doug Poad suggested additional funds be programmed into the 2007 TIP, over and above the excess funds already programmed.

Jenny Bonner asked if a motion is needed.

Dave Franklin cautioned the Committee to have a "fail-safe" date and used Bloomington, IN as an example. At the end of the TIP, they had a considerable amount of funds remaining, with no designation as to where the funds were to be used. The rules had to be bent in order for Bloomington to be able to use the funds.

Jenny Bonner asked if the term "immediately", used in the Change Order Policy, was vague.

Patti O'Callaghan stated that sometimes no formal change order has been issued but that there is a ballpark figure in mind and wondered if the new policy would require a formal change order.

Mark Albers expressed concerns that the delays the new change order policy might produce, could result in additional, unforeseen costs.

Sallie Fahey responded that that has been the policy in the past.

Tony Roswarski asked if the APC needed to be notified immediately, even if there is only a hint that a change order may be needed.

Sallie Fahey stated that the Tapawingo project will be different than most projects requiring a change order, in that a TIP amendment may be needed in that case.

Opal Kuhl asked if the adoption of the Change Order Policy is a formalization of policies and procedures that have been used in the past.

Sallie Fahey concurred. She stated that many times change orders actually lower the cost of projects and a balance is usually maintained. She stated Doug Poad and the APC staff keep very good track of the current projects and the balance sheets with the remaining funds.

Jan Mills thanked Doug Poad and the APC staff for keeping such accurate records and responding to their needs in a timely, efficient manner.

Tony Roswarski asked Mark Albers if his concerns are, that once an engineer notifies the APC with regard to a change order, the turnaround time for the APC to say whether or not there are enough funds available, might slow the project down.

Mark Albers stated his concerns are regarding the thresholds set for local projects and the projects exceeding those amounts.

Sallie Fahey responded that that is not a concern in this instance and the Change Order Policy is a request from the central office of INDOT to stop contractors from billing the state for cost overruns when there are no funds available to pay for the changes.

Tony Roswarski clarified by stating that any change order requests would be sent to the APC and Sallie Fahey, as Executive Director, or a designee can sign and approve the change order if the funds are available. These decisions will be made on a staff level without having to be brought before the APC for approval.

Patti O'Callaghan noted that immediately does allow some leeway.

Sallie Fahey stated problems could occur if a contractor does the work before the APC has been notified and the funds approved.

Jenny Bonner stated that, in some instances, field changes are made.

Sallie Fahey suggested that if a large amount of money is involved, that field changes not be made without getting prior approval from the APC.

Jan Mills moved to approve the Draft of the Change Order Policy, with the understanding that Sallie Fahey drafts the official form and presents it to the Area Plan Commission, with a contingency fund to be included for unexpected cost overruns. Patti O'Callaghan seconded and the motion carried by unanimous voice vote.

III. LONG RANGE TRANSPORTATION PLAN FOR 2030

- 1. Prioritize road projects to match fiscal constraints of 20+ year planning period**
- 2. Approval of 2030 fiscally constrained road projects**

John Thomas stated the staff is in the process of updating the long range transportation plan, which has been updated 4 times since 1978. Due to time and staff constraints, staff will be abbreviating the traditional updating process but that INDOT has approved the methodology being used. Staff will not be running a traffic forecasting model but will be taking the existing 2025 needs and adding additional projects. John Thomas referred to the 2030 Transportation Plan Development Schedule and highlighted the timeline for adoption. He then referred to the distributed staff report of the 2030 Transportation Plan which includes a map of the road improvements needed by the year 2030, the comprehensive project list and the Federal-Aid project list.

Sallie Fahey stated the total figure of \$131 million, noted on the last page, is the total cost for the projects, which is \$105 million (80%) in Federal funds and \$26 million (20%) local share.

Tony Roswarski asked if there was any shortage of funds.

John Thomas stated there was not. He went on to compliment the engineers and the members of the Technical Transportation Committee for their cooperation in completing the project summary for the 2030 Transportation Plan.

Sallie Fahey stated that it was very rewarding that all projects submitted by the engineers and the CPC, with the exception of 1, were able to be incorporated into the plan and stay within the budget constraints.

Jan Mills moved to approve the projects list for the 2030 Transportation Plan. Patti O'Callaghan seconded and the motion carried by unanimous voice vote.

IV. OTHER BUSINESS

Sallie Fahey stated she would like to schedule the next meeting for the early part of May, reminded the Committee that Tuesday, May 2nd is Election Day, and that she would like to hold the meeting prior to May 10th.

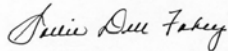
After discussion, the Committee agreed that the next meeting of the Administrative Committee of the Area Plan Commission will be held on Wednesday, May 3rd at 1:30pm.

V. ADJOURNMENT

Jan Mills moved to adjourn.

The meeting adjourned at 3:40pm.

Respectfully Submitted,



Sallie Dell Fahey
Secretary

SDF/lmu